Cork PPN Training Programme
Workshop: Grant Applications

23rd May 2022
Via Zoom

Welcome & Introduction

- Tom O'Leary

- Over 20 Years working as a development officer, consultant, mentor and trainer in communities - developing social enterprises, community projects, facilities and services.

- Feasibility Analysis
- Community Planning
- Strategic and Business Planning
- Mentoring & Training
- Sourcing Funding

Grants Planning

Name of Grant	Source	Contact	For what Project	Application Deadline	What is required	Grant Preparation Actions	Responsibility	Deadlines

Source of Grant Information/Announcements

www.kerryppn.ie

www.fundingpoint.ie

www.Activelink.ie

www.caro.ie (Climate Action Regional Offices)

Government Departments – get on email lists

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Online Applications

Differences

- All online either through a dedicated portal or emailed application
- All supporting documentation uploaded – no hard copies submitted
- Usually more condensed application forms
- Location details ,may be linked to Eircode finder/map
- Digital Signatures
- Strict Deadline
- Once submitted cannot be edited

Advantages/Disadvantages

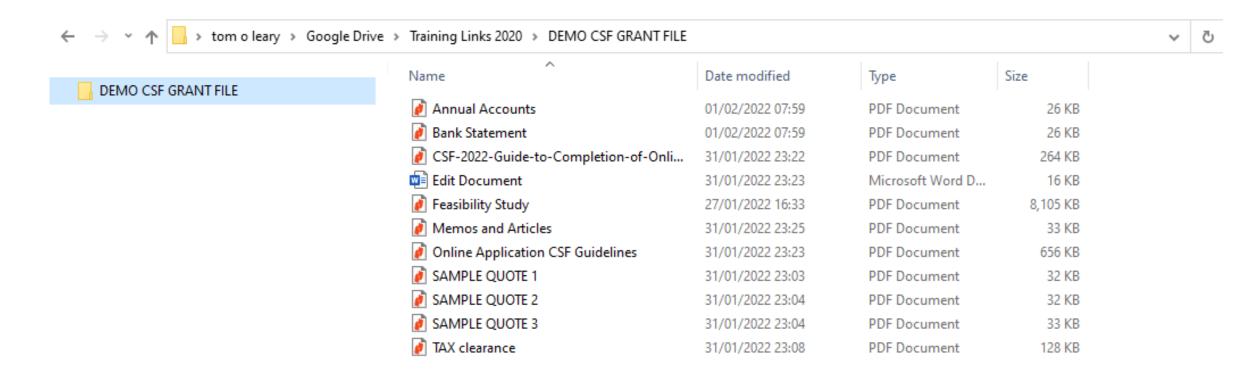| Advantages	Disadvantages
• May be shorter – less content to be included	• Sometimes word count possible is very low which makes it difficult to include enough detail to 'sell' the project.
• Easier to manage the process such as required files for uploading etc.	• Requires greater editing skills – some systems have limited editing/formatting options
• Teams can work on the application	• May require passwords and login to access the portal
• Levels the playing field – in some cases the application forms are simplified	• Requires decent broadband
• Some applications have autofill sections which makes it easier to complete (e.g. automatic totalling of costs)	• Requires some knowledge of IT – file uploading, saving files as PDF documents, moving between applications
• In some cases the grant process is all through a portal i.e. draw down process – uploading paperwork, accessing files etc. e.g. Sports Capital OSCAR system	• Strict Deadlines
• Forces groups/individuals to be more efficient in completing the application and making their 'pitch'	• Some applications cannot be printed for sharing purposes or reviewing

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Preparation

- Have all the required documentation in one place
- Create project file and save copies of documentation on the project file
- Store project file on one drive, google drive, etc.
- Use same login and password details (if possible) for all applications
- Agree on who is the contact for the application – use an email that is checked regularly
- Agree who has 'admin/editing' access to the application
- Highlight the deadline date on the diary and set a time-frame for completion
- Review the guidelines carefully and highlight key criteria and requirements

Filing System

Portals

- Most applications will have a portal or hub where the applications are completed

- Some will require a registration or log in details

- NB. Some will have a deadline to register on the system (e.g. OSCAR – Sports Capital Applications)

Additional Content
Other generic information to have ready for the application

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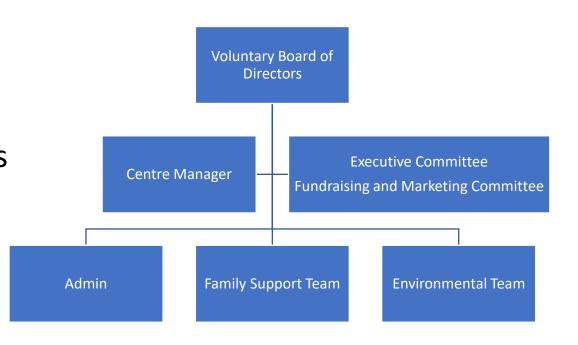
Previous Grant Template

(useful to keep records of previous grants so you have them to hand when completing applications)

Grant	Source	Date Received	Purpose	Amount		Contact details of person within Funding Organisation	Fully Drawn Down Yes/No	Value of Matching Funds Provided	
				€	%			€	%

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Organisation Structure

- Experience
- Track Record
- Operational Structure
- Management and Evaluation
- Experience of managing public funds

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                    ┌─────────────────────┐
                    │ Voluntary Board of  │
                    │     Directors       │
                    └─────────────────────┘
                              │
              ┌───────────────┴───────────────────────────────┐
    ┌──────────────────┐              ┌──────────────────────────────────────┐
    │                  │              │       Executive Committee            │
    │  Centre Manager  │──────────────│ Fundraising and Marketing Committee   │
    └──────────────────┘              └──────────────────────────────────────┘
                              │
        ┌─────────────────────┼─────────────────────┐
┌──────────────┐    ┌─────────────────────┐    ┌──────────────────────┐
│    Admin     │    │ Family Support Team │    │  Environmental Team  │
└──────────────┘    └─────────────────────┘    └──────────────────────┘
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Sample Organisation Chart

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Strategic Context

- Show how the project aligns with strategies and objectives proposed in the local, regional and national policies.

- Identify under which strategy/policy does the funding programme fit

Examples:

- Our Rural Future – Rural Development Policy 2021-2025

- County Development Plan

- County Tourism Strategy and Action Plan

- Municipal District Local Area Plan

- Outdoor Recreation Plan for Public Lands and Waters in Ireland

- Climate Action Plan

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Highlighting the alignment of the Project with Local, Regional and National Strategy

(Sample table highlighting how your project objectives reflect policies and priorities nationally and locally)

Strategy/Policy Document (national, regional, local, and EU policy)	Relevant Objectives from the Strategy/Policy Document	What actions and outcomes from the project action plan reflects/complements or helps achieve this objective?
e.g., County Development Plan		
e.g., Ireland 2040		
e.g., LECP		

Project Outcomes	Relevant Strategic/Policy Objective				
	National Development Plan (Ireland 2040)	Southern Regional Assemble Draft RSES	Kerry County Development Plan (2015-2021)	Kerry LCEP (2016-2021)	Tralee MD LAP (2018-2024)
Provision of Sport and Recreation Space	NPO-26, NPO-30, NPO-18 NSO-7	RPO-7 RPO-191 RPO-192	SC-21, SC-39 to SC-46, SC-48 SC-16	Section 6 (2.5)	AT GO-01 DT-01
Provision of accessible facilities for people with disabilities	NPO-28	RPO-173	SC-1, SC-2, SC-5	Section 7 (3.7)	
Expansion of Community Facilities to Support Older People	NPO-28, NPO-30	RPO-174	SC -11, SC-41	Section 7 (3.5)	
Expansion of Facilities to Support Young People	NPO-28	RPO-169	SC-22 to SC-28	Section 7 (3.4)	AT-C-02
Promote Local Heritage	NPO-18	RPO-195 RPO-198	T-58	Section 5 (1.38)	
Create Job Opportunities	NPO-21	RPO-46	ES-20	Section 5.2	AT GO-03
Provision of Co-working space	NPO-21	RPO-47	ES-35	Section 5.2 (1.2.2)	AT GO -01
Expansion of Ardfert CC as a Social Enterprise	NPO-25	RPO-37	ES-25 to ES-28	Section 5.2 (1.12.1)	AT GO-03 AT GO-01

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Matching Funds

- Percentage Funds outlined in criteria
- Look at cash matching requirements

Options will include:

- Money held in the account (reserves, revenue from fundraising etc.)
- Loan (Bridging and Term)
- In Kind (where applicable) – property value, voluntary labour contributions

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Measuring Impact

(sample wording below for a disability project)

- Young people with ID need routine and structure, and any isolation from their social network, tutors and personal assistants has profound effects on young people.

- By using technology to facilitate young people with ID to engage and interact online reduces anxiety, depression, loneliness and fear. As we have seen it leads to improved mental and physical health and increases confidence.

- Up to 30 young people will be involved directly in the programme. As the project is online the numbers of people that will have access to the website is endless as the content and programming will be targeted at young people with ID, their families (parents and siblings), carers, service providers, special needs assistants, employers and people within the community.

- We have robust evaluation and performance measuring tools built into all our programming. Each participant is supported in identifying their goals and preparing a personal development and skills attainment plan. Impact and outcomes will be measured by analysing the engagement by participants (number of logins, time staying online engaging with the programmes etc.) and ongoing feedback from site users and participants.

Will the project proceed without funding

(sample wording below)

- No
- In a limited capacity
- Yes

- We have demonstrated that there is an immediate identified need for the project. Without full funding this project can only be developed on a phased basis at a greatly reduced number of people participating. The only option to proceed at the required scale without funding is to secure a social finance loan. The repayments however would put or existing sustainable annual budgets at risk.

- In summary we are committed to this project and meeting the needs of our young people in our community, but with the funding and support of ……… we could do so much more and have a much wider impact and make a real difference to the lives of vulnerable young people.

The question of displacement

(Sample wording below)

- We as a voluntary board continue to engage with our community, stakeholders and other organisations operating in our community and/or providing supports to people that avail of our services. Where possible we collaborate with other organisations on the delivery of projects and services. We also support other organisations through referral systems (for supports and services requested, but not delivered by our centre).

- We endeavour to maximise the supports coming into our community and look to achieve value for money through partnerships and joint initiatives. Rather than displace or compete with other projects or organisations, the project we are seeking funding for will complement the existing services provided to our community. The rationale for this project is based on the identified gaps in service provision in our community.

In Summary – the secret of selling!

- Every grant application is a sales pitch
- With any sales pitch, you need to understand the person you are pitching to
- What is relevant to them?
- How does your project benefit their aims?
- Are the features of your project meeting their criteria/aims?
- Does your project represent value for money?
- Is the impact benefit of your project easily demonstrated and measured?
- Do they trust you?

Thank You

For more information, supports and advice contact tom@olatc.ie